

SEQUENCE OF DATABASE LETTERS

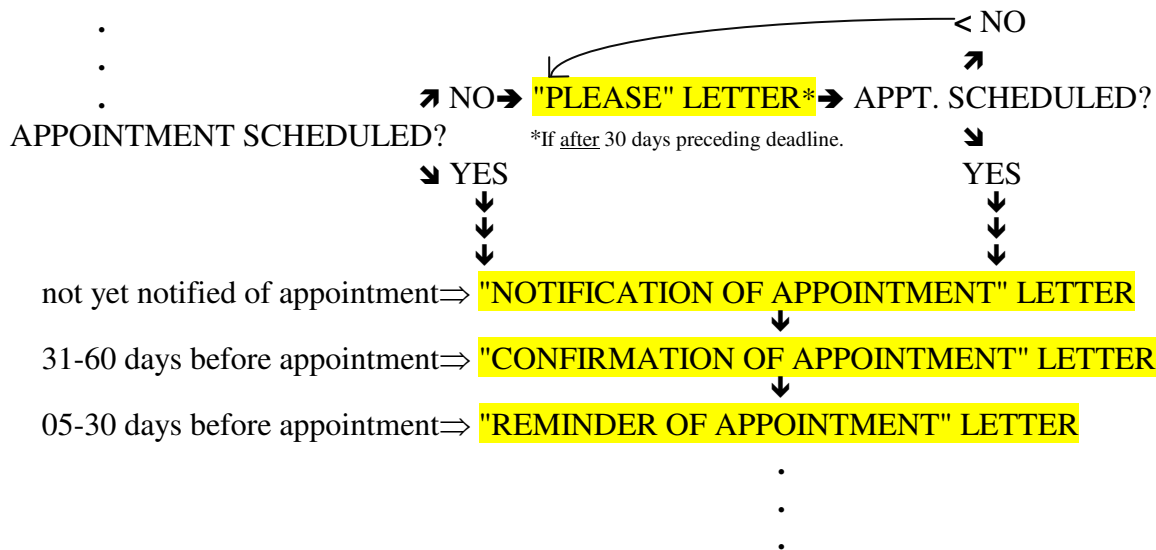
➤ Result OK ➔ "1st RESULTS" Letter (set Follow-up deadline, e.g. 60d, 90d, 1 yr.).

• FIRST "TEST"

- ➤ Result not OK ➔ "1st RESULTS" Letter (set an earlier Follow-up deadline, e.g.:
 - 1 week for exam, UA, or weight check;
 - 1 mo. for exam, lab, or BP check;
 - 3 mos. for BS, PAP, mammo, etc.; or
 - 6 mos. for PAP, mammo, HgbA1c, etc.).
- ➤ YES ➔ Shows up on every "CRITICAL" REPORT (printed about every 2 weeks).

CRITICAL?

- ➤ NO ➔ Doesn't show on any report until 1-2 months before the Follow-up deadline.
- [This "deadline" is the "NEEDED BY" date on the DATA FORMS.]



• LATER, THE SECOND "TEST" OR RE-VISIT (OR A REPEAT TEST):

- if no-show (DNKA) ➔ "PLEASE" LETTER is sent automatically after one month; or provider can print it, earlier, from the FOLLOWUP TRACKING FORM.
- if still not done after 30 days beyond the deadline for follow-up ➔ "PLEASE" LETTER will be sent again, automatically, from the LETTERS MENU FORM, every 60 days.
- but when the patient makes and keeps their follow-up appointment.
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 - "FDx + 'NEXT' " LETTER; & set "NEXT FOLLOW-UP" (set deadline for 3rd test/visit).
 - [FDx = Final Diagnosis.]

FIGURE 1. SEQUENCE OF FOLLOW-UP DATABASE LETTERS AND TESTS